



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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University Examinations 2023/2024

FIRST YEAR, SECOND SEMESTER EXAMINATION FOR THE CERTIFICATE IN
INFORMATION TECHNOLOGY

CIT 1215: DESKTOP PUBLISHER

DATE: APRIL 2024

TIME: 1¹/₂ HOURS

INSTRUCTIONS:

1. Answer Question ONE, and any other TWO
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QUESTION ONE (30 MARKS)

1. When creating a document in a desktop publisher, a number of settings apply. Explain the following settings. (8 marks)
 - i. Resolution
 - ii. Background
 - iii. Color mode
 - iv. Orientation
2. What are the advantages of using templates in MS Publisher? (4 marks)
3. Explain how to insert and edit images in an MS Publisher document. (6 marks)
4. Describe the process of creating and formatting text boxes in MS Publisher. (6 marks)
5. Explain how to add and customize headers and footers in an MS Publisher document. (6 marks)



QUESTION TWO (15 MARKS)

1. What is the purpose of the Design Checker in MS Publisher? How does it help improve the quality of your documents? (4 marks)
2. Explain the process of creating and modifying tables in an MS Publisher document. (4 marks)
3. How can you use the mail merge feature in MS Publisher? Provide an example scenario. (7 marks)

QUESTION THREE (15 MARKS)

- a. Identify the features used to design the following print out using DTP (4mks)
- b. Differentiate between bring forward and bring backward as used in Ms. Publisher. (3mks)
- c. Describe with steps how to print a publication (3mks)
- d. You are getting married on February date 14 2025. Design an invitation and R.S.V.P 0700000001. (5mks)

QUESTION FOUR (15 MARKS)

1. What are the different ways to export an MS Publisher document to other file formats? Explain the steps for each method. (7 marks)
2. Discuss the importance of accessibility features in MS Publisher and how they can be utilized. (8 marks)

